

**NOTICE OF VACANCY**  
**October 25, 2021**

**POSITION: Fleet Services Technician**

**DEPARTMENT: Public Works**

**SALARY: WH1/1A – WH1/8 \$25.68 - \$30.10 Hourly**

**HOURS: Monday – Friday 7:00am to 3:00pm**

**Statement of Duties:**

Performs maintenance tasks of a skilled nature on different types of motorized equipment of varying sizes and categories.

The Fleet Services Technician is responsible for carrying out various repair tasks and exercising proper judgment of these tasks.

Performs inspections and diagnosis of equipment.

The incumbent must have the skills to operate and understand a variety of electronic testing equipment for various types of equipment and systems.

May be required to perform welding as part of the daily job functions.

Due to the importance of emergency response during winter weather events, vacations are limited during this time.

**Supervision Required:**

Works under the general direction of the Fleet Operations Manager or their designee. May on occasion be responsible for the conduct of subordinates.

**Duties and Responsibilities:**

Performs technical and skilled inspections, diagnosis, modification, repair and programmed maintenance on all City of Framingham equipment of various makes and models.

Inspects, troubleshoots and repairs vehicle electrical systems including ignition, charging and starting systems.

Performs analysis and diagnosis on vehicle braking systems including anti-lock brakes.

Performs front end and suspension work such as wheel alignment, wheel balancing and all associated component replacement.

Performs electronic diagnosis on engines and transmissions.

Performs annual Commonwealth of Massachusetts Registry of Motor Vehicles Vehicle Check and Inspection on applicable city vehicles.

May perform auto body work and related welding and metal working duties as required.

Operates all vehicles in connection with repair and maintenance duties.

Performs miscellaneous maintenance and repair tasks on municipal buildings and equipment.

Performs all work in accordance with the standard principles of the trade as they may apply to safety in the work place.

Prepares accurate work order forms detailing labor, equipment and material pertaining to a particular task.

Performs routine maintenance on shop tools and equipment.  
Maintains the repair shop in a neat, clean and orderly condition at all times.  
Provides and maintains a basic set of mechanical tools necessary to perform job functions in conformance with the collective bargaining agreement.  
Establishes and maintains effective working relationships with supervisors, co-workers and others.  
Maintains all required licenses in good standing.  
Performs other related duties as may be required.

### **Education and Experience:**

Graduation from a standard high school, vocational school course or GED.  
Five years of paid experience in the motor equipment repair field.  
Must possess a valid Commonwealth of Massachusetts Class A CDL license with air brake and tanker endorsements.  
Must possess a valid Massachusetts Department of Safety Hoisting License with grade 1B, 2A, 3A.  
Must possess a Commonwealth of Massachusetts Registry of Motor Vehicles Vehicle Check and Inspection License including commercial certification.  
Good physical condition as evidenced by a physical examination.

Applicable state, municipal and departmental rules and regulations pertaining to the safe repair and maintenance of all types of motor equipment.  
Must be familiar with the rules and regulations of the Registry of Motor Vehicles.  
Automotive maintenance techniques and practices employed in the skilled repair and maintenance of all types of motor equipment and other equipment utilized by the City.

### **The Ability to:**

Recognize conditions requiring maintenance and repair; perform these repairs as necessary.  
Exercise proper professional and technical judgment.  
Operate equipment with a high degree of skill and efficiency.  
Read and interpret automotive manuals, repair guides and other authoritative sources.  
Work alone without close supervision.  
Comply with all Federal, State, City and Department policies and provisions.  
Operate in a safe and efficient manner tools and equipment incidental to performing assigned tasks.  
Frequently lift, move push, pull and/or carry up to 45 lbs.  
Occasionally lift, move, push, pull and/or carry up to 100 lbs.  
Balance, stoop, bend and crouch; reach and handle tools with both hands.  
Work under varying weather conditions.  
Work scheduled and unscheduled overtime as may be required.

### **Performance Evaluations:**

Performance evaluations shall be performed annually by the Division Director or their designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability and to identify areas where an employee's performance may require improvement.

A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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**[www.framinghamma.gov/jobs](http://www.framinghamma.gov/jobs)**

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